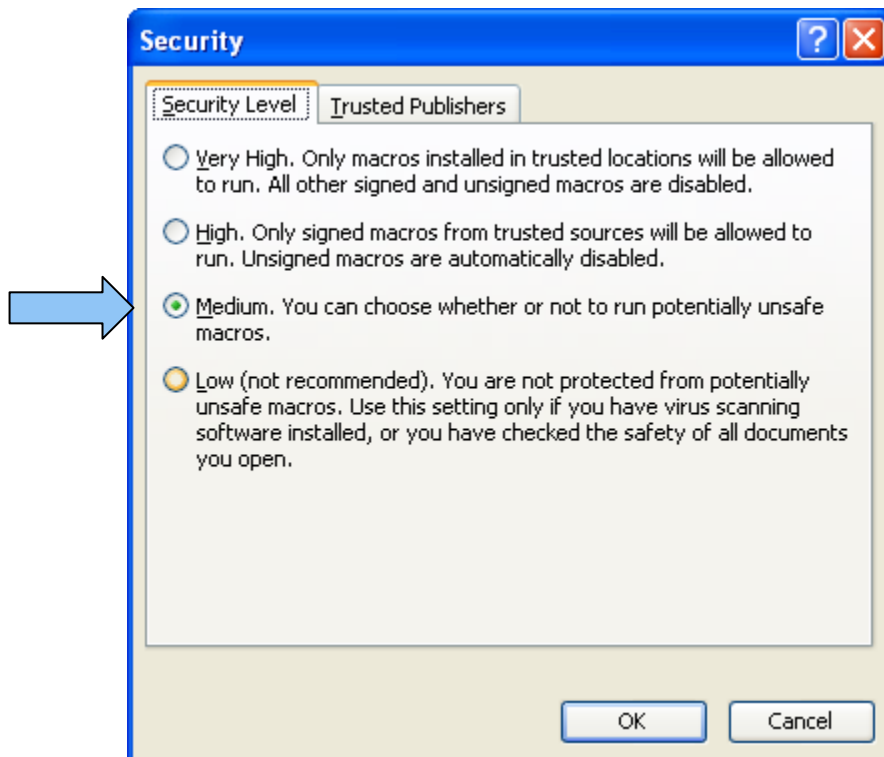


AP Voucher Training

*This is a tool to use.
Keeping it current, keeps it useful.
It is up to YOU to keep it current!*

Before you open your AP Voucher spreadsheet for the first time you must make sure your Macro Security is set at Medium. To do this, go to: Tools – Macro – Security. On the Security Level Tab – click on Medium. This will allow Macros to run on your computer.



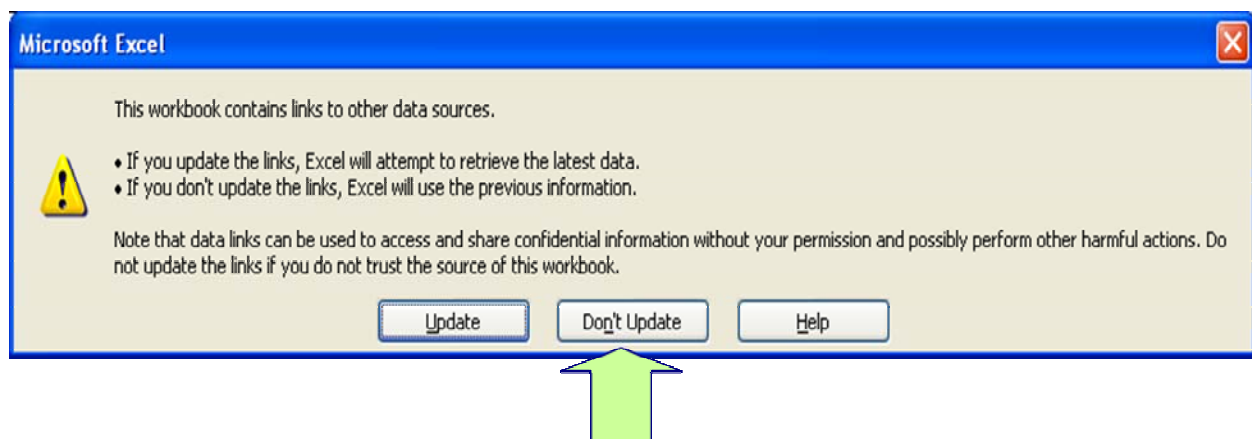
1. When you open spreadsheet you will see the following screen:

Choose 'Enable Macros'



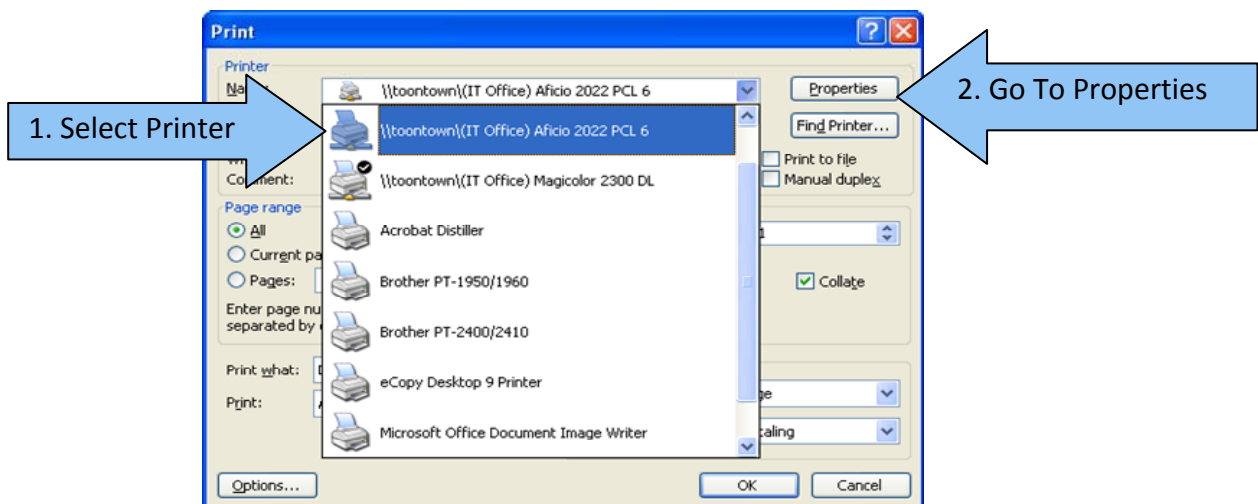
2. This screen will then pop-up:

Choose 'Don't Update'

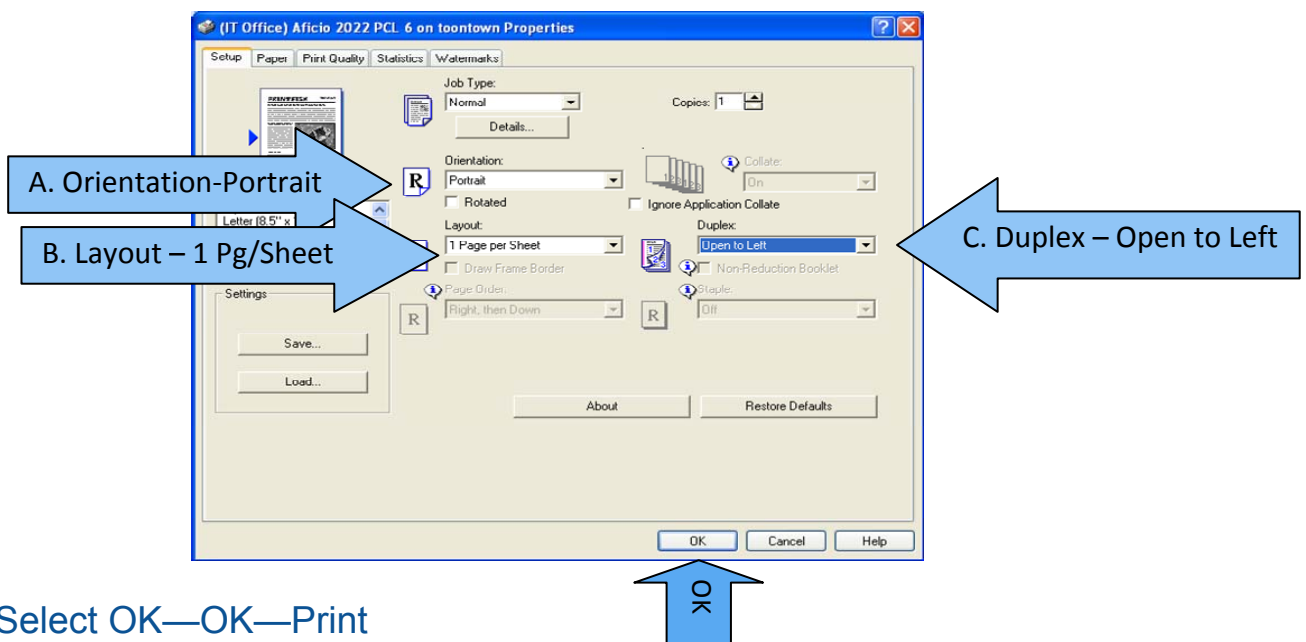


Printing AP Voucher to Ricoh Multi-function Copiers (for two-sided printing)

1. After pushing the print button on the spreadsheet, enter Ctrl-P and Select Aficio Printer from list of available printers.
2. Go to Properties.



3. Under Setup Tab
 - A. Orientation = Portrait
 - B. Layout = 1 Page per Sheet
 - C. Duplex = Open to Left

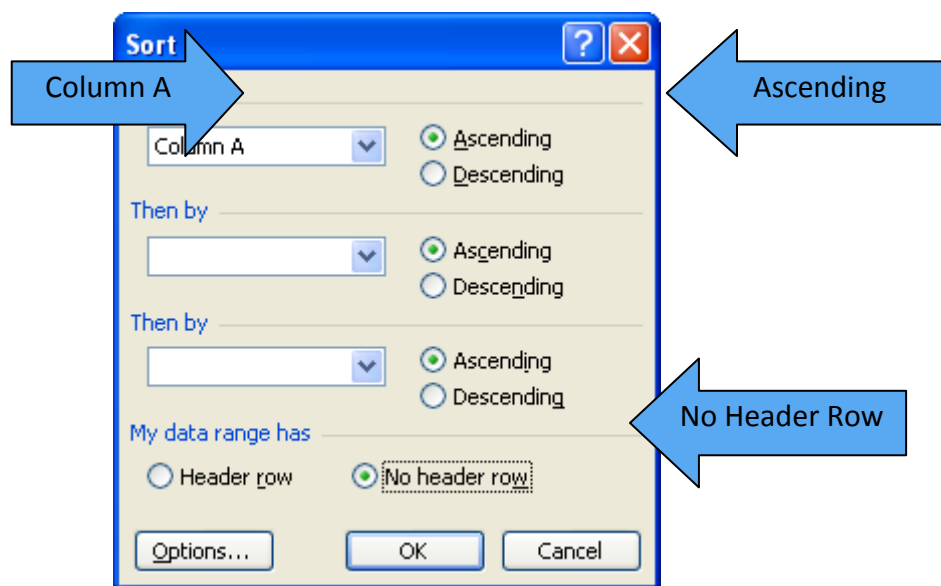


4. Select OK—OK—Print

Updating Vendors

1. On 'Vendor List' worksheet in AP Voucher spreadsheet locate where the new vendor should go alphabetically. Do **NOT** insert a row at the very top **OR** at the very bottom of the worksheet.
2. Insert a row here (Insert—Row)
3. Enter the Vendor name, number, address etc. in the appropriate column.
4. Do a data sort by Column A
(Vendor)
(Data—Sort—Column A—Ascending)
5. Make sure 'No Header Row' is selected.

It is **VERY IMPORTANT** to fill in each column when adding new vendors!!



Save
Your
Work!

Updating Budgets & Codes

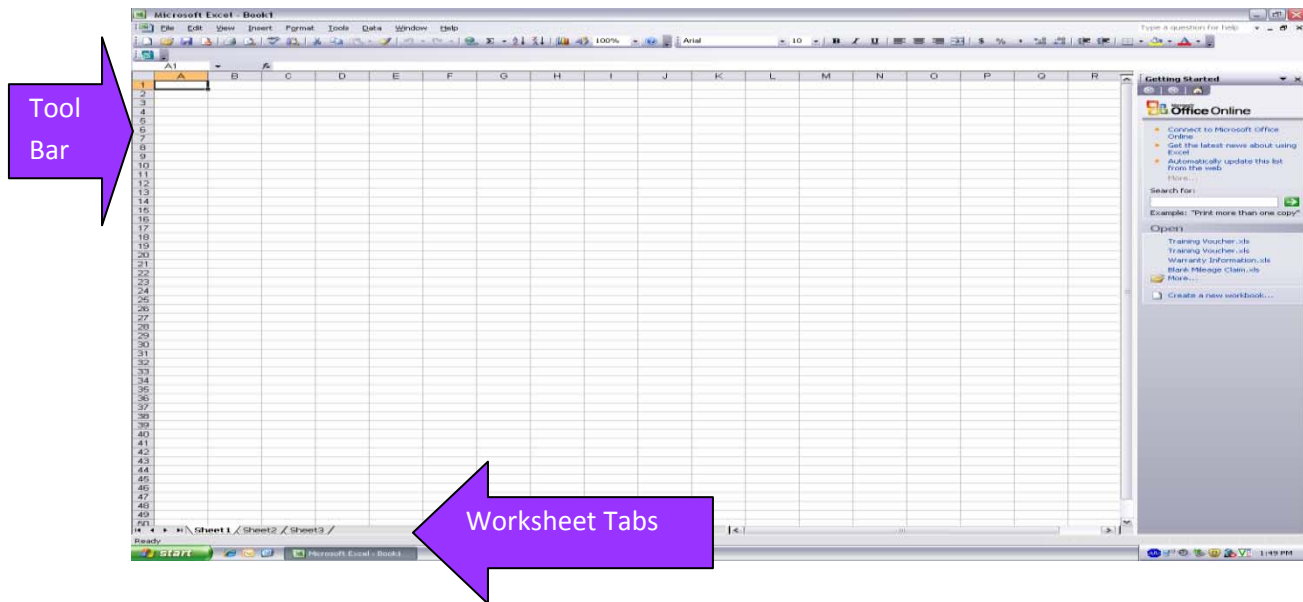
- ⇒ When a new account needs to be opened in Fundware, the Director should contact Jackie Loeb via email (jackie.loeb@terrehaute.in.gov) or by calling her at 244-2358 so that she can make any necessary changes in Fundware and to the spreadsheet for your department.
- ⇒ Verify that this has happened by checking your spreadsheet after 48 hours. Send Jackie a reminder email should this not occur within this time frame.

Trouble Tickets

If you run into a problem with your spreadsheet follow the normal trouble reporting process:

1. Send an email to: helpdesk@terrehaute.in.gov and give the details of the problem, contact information, etc.
2. In your web browser type: *helpdesk* and hit enter. Click on the TRACK-IT Icon, log in with your ctyxxxxyy number and it will prompt you.
3. Call 244-2317 and have a ticket entered for you.

Excel Spreadsheet Basics



Keyboard Shortcuts

Ctrl + P
(Print)

Ctrl + A
(Select All)

Ctrl + C
(Copy)

Ctrl + X
(Cut)

Ctrl + V
(Paste)

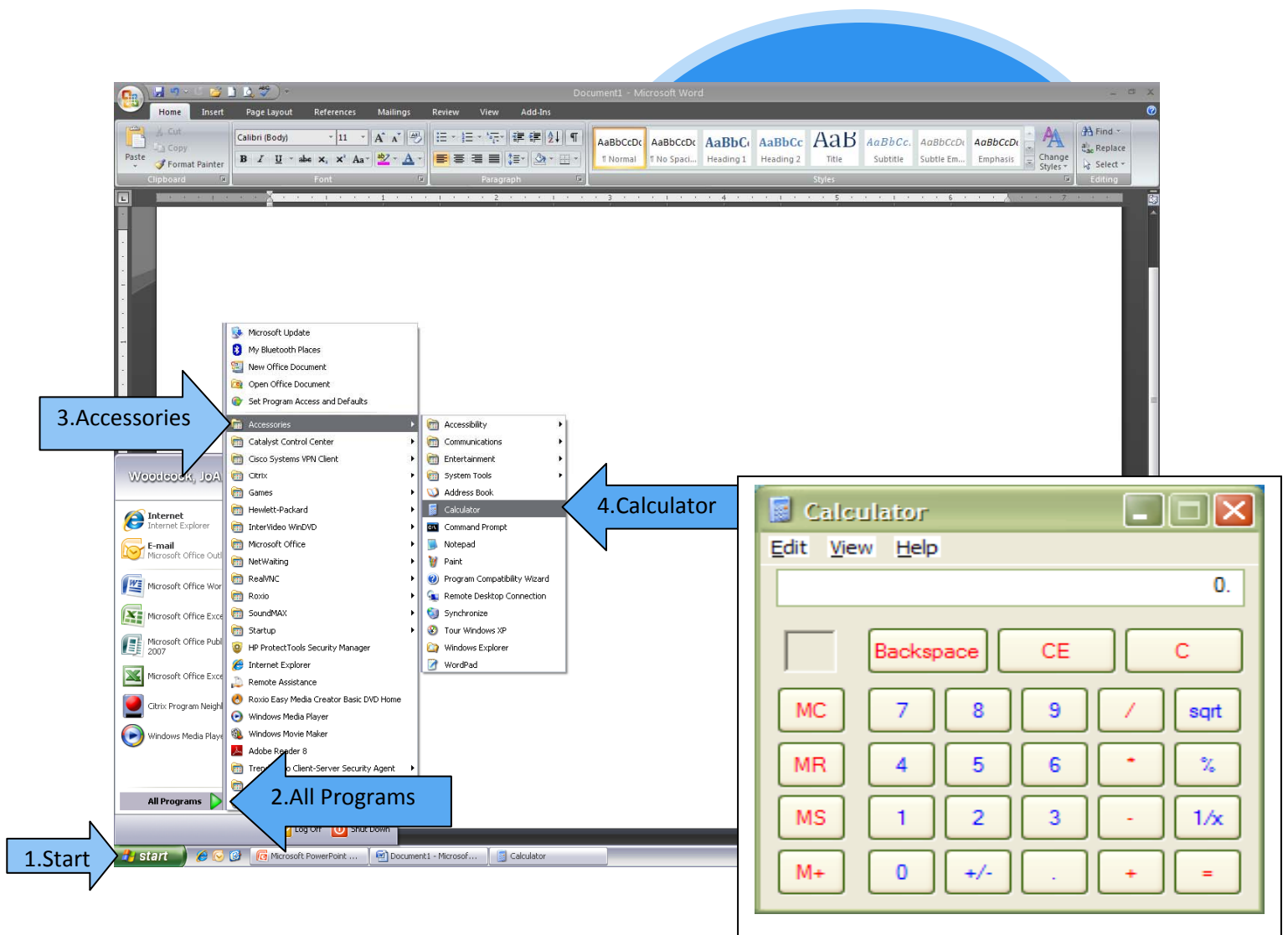
Tab
(next cell R)

Shift + Tab
(next cell L)

Ctrl + Z
(Undo)

Ctrl + S
(Save)

Calculator in Microsoft





Remember...

- ✓ This tool is not a substitute for FUNDWARE. All vouchers still need to be entered into Fundware.
- ✓ Check your work in FUNDWARE when adding NEW vendors. Make sure the number you enter matches the intended vendor.

TO UPDATE YOUR VENDOR LIST TO YOUR THUMB DRIVE (BACKUP).

- CTRL + A to select the whole worksheet
- CTRL + C to copy the worksheet
- CTRL + V to paste the worksheet to the correct location
- CTRL + S to save your work



CREATE A LINK ON YOUR DESKTOP FOR AP VOUCHER

1. Copy link (Ctrl + C)
2. Right click anywhere on the desktop
 - a. New – Shortcut
 - b. Paste – Next – Finish

Link: <\\chdispatchfs\\Network Shares\\Published Applications\\Electronic AP Vouchers>